



State Of California
California Commission On Teacher Credentialing
Box 944270
1900 Capitol Avenue
Sacramento, CA 94244-2700

Telephone:
(916) 445-7254 or (888) 921-2682
E-mail: credentials@ctc.ca.gov
Web site: www.ctc.ca.gov

CERTIFICATE OF ELIGIBILITY ADMINISTRATIVE SERVICES CREDENTIAL

Dear Certificate Holder:

Congratulations on completing the college or university preparation program and meeting the requirements for the Preliminary Administrative Services Credential. Your Certificate of Eligibility verifies your status as a prospective administrator and authorizes you to seek employment as an administrator in public or private schools in California. Your certificate does not have an expiration date, and you need not complete any additional requirements to maintain it indefinitely. You will receive your preliminary credential upon verification of initial employment in a position that requires the Administrative Services Credential, possession of a prerequisite valid basic teaching or services credential, and submission of **all** the following completed items to the Commission:

1. Application for Credential Authorizing Public School Service ([form 41-4](#))
2. Check or money order for one-half of the current processing fee
3. Original Certificate of Eligibility (without the original, you will be required to submit the full processing fee)
4. Verification of Employment as an Administrator (use [form CL-777](#) to document your employment in an administrative position)

After we receive your completed application, you will receive your preliminary credential, valid for service from the date of your initial employment as an administrator or the date the application was filed with your employer, whichever is later. From that date, you will have five years to complete the requirements for the Professional Clear Administrative Services Credential.

During the five-year preliminary period, you will be required to complete the requirements for the Professional Clear Administrative Services Credential, explained below.

Requirements for the Professional Clear Credential

1. Possess a valid Preliminary Administrative Services Credential
2. Complete a minimum of two years of successful experience in a full-time administrative position in a public school or private school of equivalent status, while holding the Preliminary Administrative Services Credential, verified by a letter from your employing agency
3. Complete **one** of the following:
 - a. obtain the recommendation of a California college or university with a Commission-approved program verifying completion of an individualized program of advanced preparation designed in cooperation with your employer and the college or university
 - b. complete a California State Board of Education-approved AB 75 Principal Training Program. Verification of program completion (Modules 1, 2 and 3) must be submitted with the individual's direct application to the Commission. Information on the Principal Training Program, including approved programs and providers, may be obtained by visiting the California Department of Education's website at www.cde.ca.gov.
 - c. meet Mastery of Fieldwork Performance Standards through a Commission-approved program. College and universities with accredited programs leading to a Professional Clear Administrative Services Credential may offer a streamlined assessment option to allow candidates to forego the course work component of the program and allow them to demonstrate their knowledge, skills and abilities through the assessment component of the program. The assessment must result in formal recommendation for the credential and the application must be submitted by the college or university that conducted the evaluation.

(continued)

- d. complete a Commission-approved alternative program based on Commission-adopted guidelines resulting in a formal recommendation from the program sponsor. The application must be submitted by the program sponsor via the online application submission process.
- e. complete a commission-approved performance assessment, when available

Reference: California Education Code, Section 44270.1

[Click Here for Commission-Approved Professional Preparation Programs](#) or visit the Commission's website at www.ctc.ca.gov